



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Minor Land Division Submittal Form

Please attach this checklist to all submittals. All items marked
“Required” must be included. *Incomplete submittals will be rejected.*

Log No.: _____

Date: _____

Project:		
Location:		
Engineering firm:		Contact person:
Reviewed by:		Contact Phone #

First Submittal

Submittal of these items will facilitate the approval process

Req'd	Sub	Item
✓		This form and the engineering firm transmittal sheet.
✓		Eight (8) sets of 24" x 36" final plat prints.
✓		1" = 200' scale reproduction.
✓		Two (2) preliminary title reports – with Schedule B items.
✓		1 st AutoCAD .DWG file of Final Plat (release 14 minimum).
✓		One (1) Certificate of Area with boundary closure calculations.
✓		Planning review fee: \$500 plus \$5 per lot.
✓		Engineering review fee - based on the Certificate of Area.
✓		Street cleanup fee (if applicable).

Resubmittals

Req'd	2 nd Sub	3 rd Sub	Item
✓			This form and the engineering firm transmittal sheet.
✓			Five (5) – 24" x 36" final plat prints.
✓			Original redlines, comment sheet and checklists from previous reviews.
✓			Two copies of C.C. and R.'s for review - <i>until approved</i> (if applicable).
✓			Additional review fee, assessed at each review beginning with 4th review

Mylar Submittal

Req'd	Sub	Item
✓		This form and the Engineering firm transmittal sheet.
✓		Three (3) – 24" x 36" final plat 4 mil mylars with original signatures.
✓		One (1) - 24" x 36" original print.
✓		One (1) - Standard Owners Policy Preliminary Title Report - current to within 2 weeks.
✓		Letter from title company with recording instructions.
✓		Original redlines, comment sheet and checklists from previous reviews.
✓		Two (2) copies of approved C.C. and R.'s (if applicable).
✓		Final AutoCAD .DWG file of final plat (release 14 minimum).

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

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Civil Engineering Plan Review Section
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